

CODE: 1770
FLSA: EXEMPT
GRADE: 25

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: LIEUTENANT
ADMINISTRATION DIVISION
POLICE DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and administrative law enforcement work in assisting in planning, coordinating, and supervising daily operations of the assigned law enforcement division of the Town, ensuring the strict enforcement of State and local laws relating to public safety and welfare. Work involves acting as a division commander in forecasting work, determining priority, and planning work schedules; ensuring that departmental policy or other instructions are implemented; assigning manpower, equipment, and supplies according to need; having the authority to assign overtime or initiating justification for overtime not previously authorized; handling the responsibility for the status of equipment and materials; checking the quality and quantity of work performed by subordinates; assisting in the preparation of the divisional budget and operating within those limits; screening data and keeping superiors informed of important occurrences; scheduling and approving the use of annual, sick and compensatory leave; completing and reviewing the annual evaluations of subordinates; evaluating and recommending effectively the selection or promotion of employees; maintaining a working knowledge of responsibilities of other divisional Lieutenants in the event of assignment rotation; conducting Internal Affairs investigations and citizen complaints; managing Police Department projects such as remodeling, implementing new computer system, evaluating new equipment, and training; ensuring that all training and certifications are maintained for employees; and ensuring that all building maintenance, license (radio, software, etc.) equipment, and inventory are current and up-to-date. Employee works under stressful, high-risk conditions. Reports to the Deputy Chief of Police.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Supervises the Administration Division of the Police Department to include Records, Dispatch, Information Technology, training of employees, and hiring of police personnel; assuring twenty-four hour/three hundred sixty-five day availability of equipment (911 telephones, CAD computers, Police radios) and dispatcher personnel.

Handles the responsibility for the hiring process of Police personnel to include testing, interviewing, and background investigations of all applicants; oversees and equips all new

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personnel through training and six month Police academy; coordinates testing, polygraph examinations, psychological testing, agility testing, and physicals for all applicants.

Maintains and coordinates all Police employee training records; schedules classes, certifications, re-certifications, and annual physicals; ensures all employees remain current and up-to-date such as Firearms qualifications, mandatory in-service retraining (MIR), annual Gas Mask fit testing, annually physicals, breathalyzer certification, radar/lidar certifications, Asp training, pursuit driver training, instructor development training, CPR, AED, legal updates, etc.; supervises Training Instructor assigned to Fairfax County Criminal Justice academy.

Maintains, reviews, and approves all records including case reports, warrants, accident reports, NCIC/VCIN records, traffic summons (tickets), etc.; disperses records when necessary; provides statistics when requested.

Maintains inventory of Police property and equipment including uniforms, gear, supplies, forms, etc.

Entertains FOIA requests, release media information when necessary.

Assists with Investigations; responds to crime scenes when needed; consults with investigators and patrol due to experience and locale.

Supervises Information Technology position; ensures all systems are operational twenty-four hours/three hundred sixty-five days such as CAD/RMS, DCC (reverse 911), radios (portables and base units), 911 telephones, mug shot system, missing child locator system, Em-Net, VCIN/NCIC criminal records system, photo identification, video security, Dictaphone, and the entire department computer network (servers, wireless laptops, desktop workstations).

Prepares and reviews performance evaluations.

Prepares specialized reports and presentations for use by supervisors as requested.

Ensures all employees comply with all rules, regulations, and general orders.

Attends multi-jurisdictional meetings in variety of areas including, radio interoperability, communications, emergency management, training, investigators, information technology, etc.

Develops and implements policies and procedures.

Investigates Internal Affairs cases when requested; addresses citizen complaints.

Maintains knowledge of all laws and procedures used to detect and investigate criminal activity; maintains physical ability to arrest combative suspects; retains ability to utilize high speed vehicle pursuit tactics to capture suspects; maintains continually ethics and moral character to testify in court without reproach.

Assumes responsibilities for entire Police Department in absence of higher authority.

Receives and/or reviews various records and reports such as dispatcher equipment, case reports, accidents, summons, warrants, background investigations, telephone, mail, e-mail, employees, and citizens.

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Prepares and/or processes various records and reports such as CAD/RMS reports, FOIA requests, background investigation cases, memorandums, case records, complaints, and Internal Affairs.

Refers to case records, supplements, warrants, summons, Internet, mail, email, Virginia State Code, Police Department general orders, Town Administration regulations, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of equipment such as pistol/shotgun, computer, radio, cell phone, pager, servers, printers, switches, routers, etc.

Uses a variety of tools such as AED, chemical/biological gear, handcuffs/baton/gun/mace, cell phone/pager, computer/miscellaneous software, etc.; a variety of supplies such as paper, envelopes, files, folders, toner, ink cartridges, general office supplies, etc.; and a variety of computer software such as CAD/RMS systems, VCIN/NCIC, Microsoft Outlook, Microsoft Word, Freedom Dictaphone, Internet Explorer, etc.

Interacts and communicates with various groups and individuals such as the Deputy Chief of Police, Dispatchers/Records, Information Technology Manager, Chief of Police, vendors, other agencies, courts, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs general administrative / office work as required, including attending and conducting meetings, reviewing mail, preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, etc.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in criminal justice or other relevant field, with eight to nine years of experience in law enforcement, several of which have been at the supervisory level; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have successfully completed required law enforcement courses and possess required law enforcement certifications. Must possess a valid Virginia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of walking, standing, climbing, balancing, reaching, bending, stooping, kneeling and crawling, and which may involve the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds). Must be able to defend one's self from assault and to restrain suspects of varying weights.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

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Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor. Includes the giving of assignments and directions to subordinates and receiving direction from supervisor.

Language Ability: Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, etc. Requires the ability to prepare reports, correspondence, budgets, incident reports, intelligence reports, analytical reports, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in mathematical, written, oral, diagrammatic or schedule form; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a law enforcement staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including law enforcement, investigations, personnel, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

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PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Administration Division of the Police Department as they pertain to the performance of duties of the Lieutenant. Has considerable knowledge of the functions and interrelationships of the department, and other governmental agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to help ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future department needs and resolving problems. Is able to plan and develop daily, short- and long-term goals related to department purposes. Is able to make sound, educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management, professionalism, and implementation of law enforcement procedures. Is able to show a high level of discretion and flexibility in daily operations. Has considerable knowledge of the structure, function and interrelationships of state and local law enforcement agencies. Has extensive knowledge of up-to-date law enforcement procedures. Has considerable knowledge of firearms, automotive, radio and other law enforcement equipment. Is skilled in the use of firearms. Has extensive knowledge of legal rights of accused persons and law enforcement. Has extensive knowledge of criminal behavior and methods of operation. Is able to conduct thorough criminal investigations. Is able to plan and conduct special operations as assigned. Is able to deal courteously, yet firmly and effectively with the public in police situations. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Is able to work in uncomfortable and/or dangerous conditions as necessary, including excessive heat or cold, wetness and humidity, and exposure to noise, smoke, toxic agents, disease, explosives, light intensity, and violence. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing. Has the mathematical ability to handle required calculations. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Writes accurate reports of events. Provides accurate oral description of events. Maintains weapons use proficiency via the maintenance of target practice skills. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations. Patrols assigned area in vehicle. Collects and preserves evidence.

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Explains nature of complaints to offenders, witnesses and victims. Reviews information or criminal activity in area.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas. Advises persons of constitutional rights. Ensures that assigned sectors are patrolled with diligence and resoluteness. Responds to law enforcement calls promptly and reliably. Requests emergency assistance for accidents.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction. Uses initiative to investigate suspicious persons and vehicles.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors, including the firing of weapons while on duty, the encountering of armed suspects, the use of deadly force when necessary and the subduing and arresting of resisting/attacking individuals. Gives warning to offenders in lieu of arrest or citation. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment whenever possible.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally. Exchanges necessary information with other officers. Participates in meetings with other officers. Informs other units of major incidents.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Interacts and works effectively with citizens. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Comforts emotionally upset individuals, talks with people to establish rapport. Advises victims, witnesses and offenders on legal procedures. Engages in the mediation of family disputes when appropriate. Refers people to agencies providing social services. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

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Safety and Housekeeping: Adheres to all established safety standards, including the handcuffing of suspects and prisoners, the conducting of frisk and pat downs, the recovery of weapons from suspects who give up, performing evasive maneuvers to recovery weapons and the operation of vehicles in both emergency and non-emergency situations and conditions. Adheres to established housekeeping standards, including the cleaning and inspection of weapons. Checks condition and status of assigned patrol equipment/vehicle. Ensures that safety and housekeeping standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training. Maintains proper staffing levels. Reviews proposed allocation plans from subordinates. Reviews transfer plans and assignments.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Conducts performance appraisals. Provides adequate feedback and counseling to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Supervises deputy activities at incident scenes. Supervises roll call activities. Checks attendance and punctuality. Receives and reviews time sheets. Ensures that subordinates comply with policy. Maintains personnel records for subordinates. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Assigns work activities and projects. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

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Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.